

INSTRUCTIONS

Vehicles Rental Tender

Thank you for your interest in participating in this tender. Please carefully review the following instructions, as they are crucial for your offer to be considered.

Tender Bid Submission: 28 February to 9 March 2024

1. Your proposal/bid should be prepared in English (**all supporting documents should also be in English or translated into English**)
2. Please fill in the Request for Quotation (RFQ) with the required information. "No field should be left empty". Submit the RFQ on your own company letterhead.
3. Stamp and sign each page of the filled RFQ and all the documents received
4. Email your bid to iraqbids@shpt.samaritan.org with the subject line "TND9032024"
You will receive an acknowledgment email with the subject: "A bid has been received for TND9032024."

Bid and Documentation Submission: Please ensure to electronically submit your bid and documentation listed below, by scanning and sending them in two or more separate emails to the designated email address:

iraqbids@shpt.samaritan.org

Financial Offer – EMAIL #1

- Total cost for all aspects of the RFQ (use provided form RFQ Request for quotation).
- Provide both the electronic (Microsoft Excel) version of the completed document as well as a PDF. Ensure that the PDF version includes the signature/stamp of the company on each page for validation.

Technical Offer – EMAIL #2 (you can send in multiple emails depending on the size of the files).

- Terms of Reference (TOR) (use provided **Annex A**)
- Company Experience Record (use provided form **Annex B**)
- List of References (use provided form **Annex C**)
- Frequently Asked Questions (use provided form **Annex D**)
- CV of the Company.
- **Required Valid Documents:** Administrative order, registration certificate, tax clearance, and joint venture agreement with an authorized company if applicable.

Note:

- **Submission Email Guidelines:**
 - ✓ Ensure your email size is LESS than 15MB.
 - ✓ Attachments should be sent in a ZIP file or consider multiple emails if needed.
 - ✓ The total attachment size (including the email) must be LESS than 15MB.
 - ✓ If sending multiple emails, please appropriately number each email (Example: 1/3, 2/3, 3/3, etc.).
- **After Submission Reminder:** After submitting the information, kindly check both your inbox and junk/spam box to ensure no delivery error messages are received, especially in the case of large attachment sizes.

To be considered for this tender

- The bidder must submit all requested documents and use the annexes provided. Bidder may provide supplemental information to expand or clarify the listed items.
- Incomplete packages may not be taken into consideration.

Closing Date: 11:55 p.m. Iraq Local Time on 9 – March – 2024

Bids submitted after this date will not be considered and will be automatically rejected.

WE PRACTICE PROCUREMENT WITH INTEGRITY

The integrity of the Public Tender procurement process is of the utmost importance. Unethical procurement conduct will not be tolerated and will result in immediate dismissal from the Public Tender procurement process. All bids are received directly by the Tender committee. It is not possible to influence the decision or outcome of the Tender. Submit your best value proposal for the first and only time. No Samaritan's Purse employee will solicit you outside of this tender. REPORT ALL UNETHICAL BEHAVIOR, FOR CONFIDENTIALITY REPORT TO THE Samaritan's Purse HOTLINE @ 0750 863 6742

If you, the supplier, suspect fraud from an SP employee, are asked to commit fraud, or witness an SP employee act in a deceitful way, please notify Samaritan's Purse leadership by calling our confidential hotline where Arabic and Kurdish speakers are ready to receive your call. Please call: 0750 863 6742.